



# SMART Board: Beyond the Basics

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## Session 1

### How the Board Works

Software from [www.smarttech.com](http://www.smarttech.com) (see last page of this handout) ... board connects to computer ... computer to projector ... don't forget electricity – Voila! **Green light means GO!**

*To check out the board  
Call Karen at 532-6005*

*She maintains the schedule  
and will let you know who  
has it before and after you.*

### Getting Started

The SMART Board has one cable. It connects to your computer via USB.



The projector needs electricity and also plugs into your computer using the VGA cable. If you are using a desktop computer, you will need to disconnect your monitor and attach the VGA cable to the port where the monitor was connected.



To turn on the projector, press the POWER button. The projector may automatically find your computer, but you may have to press the INPUT button several times until you can see your computer.

- A. Align the projector so the light shines on the surface of the board. You can do this by moving the cart and adjusting the rotating ring on the lens. Once you have everything lined up, lock the wheels and focus the projector.
  - B. Lastly, align the board.
- You may want to connect speakers. Plug into the speaker/earphone jack on computer.

**To turn off the projector, press the POWER button twice.**

**WAIT FOR THE FAN TO QUIT!**

**Switch it off.**

### Orienting the Board

#### Quick Orientation

- 1 To orient the interactive whiteboard, press and hold the **Keyboard** and **Right Mouse** buttons simultaneously until the Orientation screen appears.

Newer Model



Pen-tray buttons



Pen-tray buttons

Older

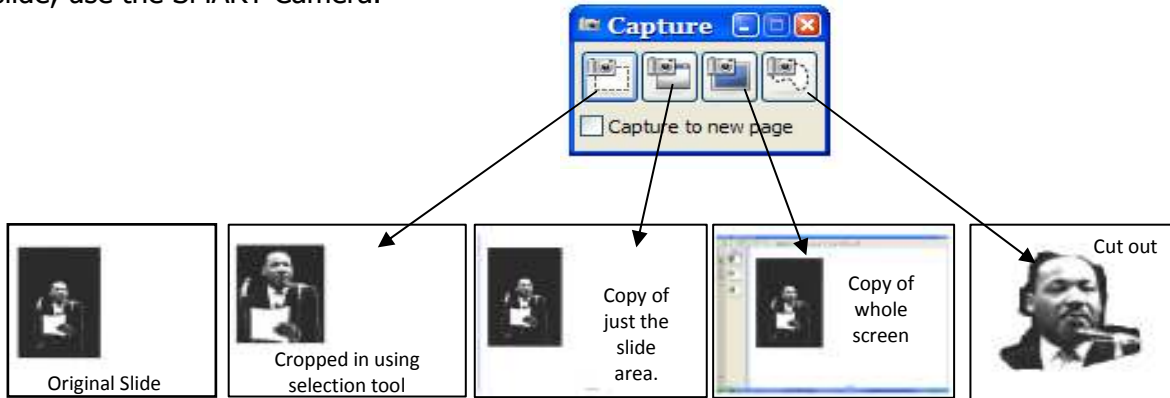
## Using the pens and hands

- Be a mouse, pen, highlighter, eraser - think "I am a mouse" or "I am a pen"
- Tap the board to make selections
- Use your finger to write instead of a pen, just pick up a pen or choose pen from the toolbar on top. (Note: You can 'fool' the tray if a pen is missing by putting a different marker or even a sticky note over the sensor so it thinks the pen is there.)
- Turn your handwriting into typed text by writing, switching to mouse mode, selecting the writing, and choosing the correct translation in the menu that pops up.



- Become an eraser by picking up the eraser. Move it like a traditional eraser OR you can circle the area you want to erase and then tap in the middle of it to erase the entire area. (Note: Only handwritten input erases this way; pictures and typed information (objects) must be deleted or cut.)

**SMART Camera** – If you want to capture a specific area from a slide, an entire slide, or cut around an object on a slide, use the SMART Camera.



Go to <http://www.smarttech.com/support/product/index.asp> if you have any problems. There are tutorials you can watch on the SMART website too.

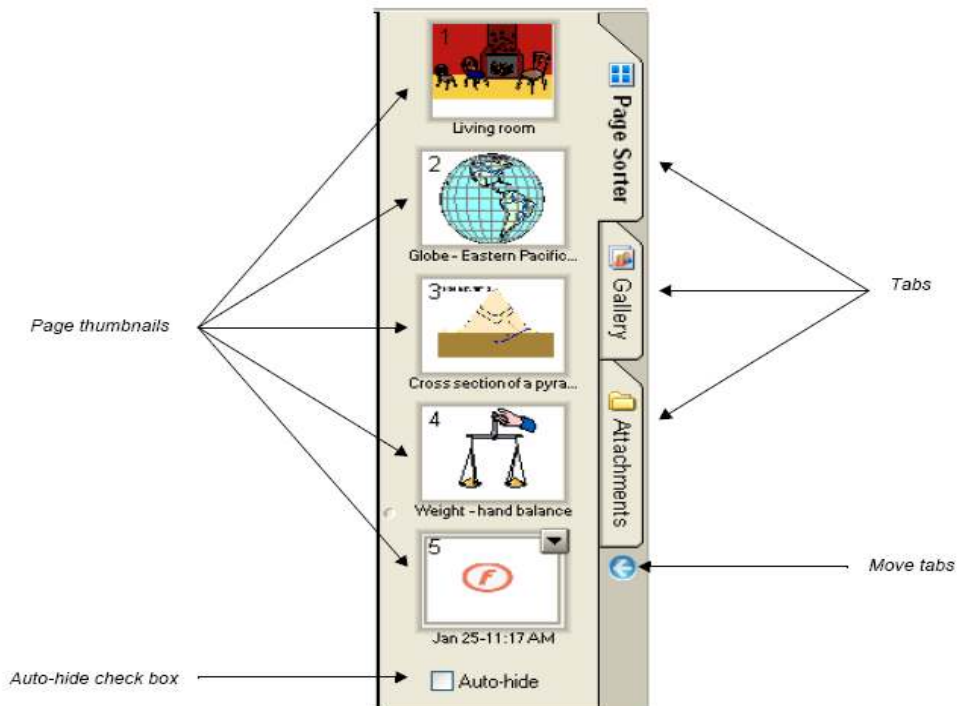
## The Toolbar

Floating toolbar that shows up when in Full Screen view

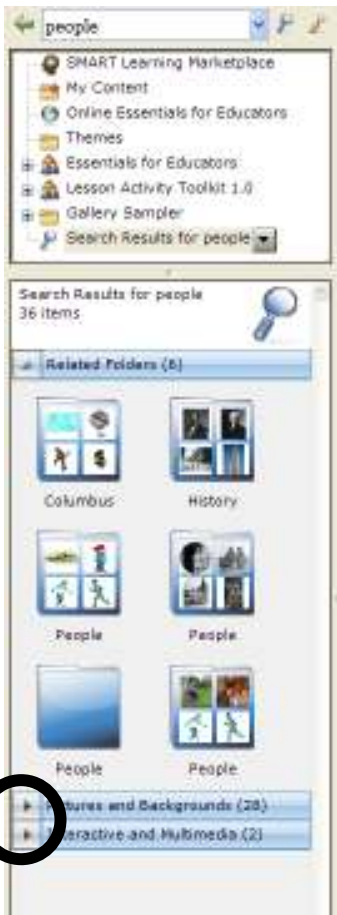


Button	Use this tool to	Button	Use this tool to
	display the previous Notebook page		select any object on the page with your finger or mouse
	display the next Notebook page		write or draw on the Notebook page with the pen tool
	insert a blank Notebook page directly after the active Notebook page		write or draw on the Notebook page with the creative pen tool
	open an existing Notebook file		erase digital ink on the Notebook page
	save your Notebook page		draw a line
	paste copied object(s) into a Notebook file		create a shape
	undo the last action you performed		create a text-entry box for typing
	redo the action you performed		set the color of a drawing tool or selected shape
	delete any selected object		set the transparency of a drawing tool, a selected shape or an object
	show/hide the Screen Shade on the current Notebook page		select the line properties of a drawing tool or selected shape
	open Full Screen view		move the toolbar to the bottom of the Notebook page
	launch the Screen Capture toolbar		

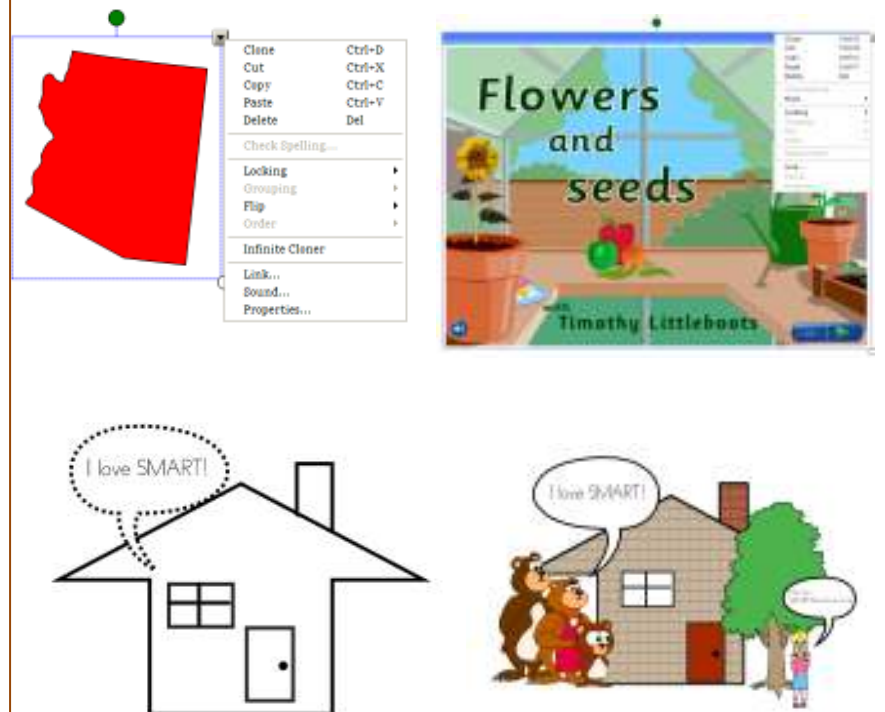
# Page Sorter, Gallery, Attachments



# The Gallery



# Other Menus and Tools



## Using Microsoft Office with the SMART Board

Ink Aware allows you to write "on" MS Office applications and then convert your writing to typed text that exists "in" the document. You can also use your SMART Camera in these applications.

**Activity:** When we are doing independent work, take turns with the board practicing and using Ink Aware. This cannot be done on a computer not connected to a SMART Board.

## Online Lessons and Interactive Websites

### Links 4 Smart Board:

- <http://education.smarttech.com/ste/en-US/Ed+Resource/Lesson+activities/Notebook+activities/>
- <http://education.smarttech.com/ste/en-US/Ed+Resource/Lesson+activities/SMARTIdeasActivities/USA/default.htm>
- <http://eduscapes.com/sessions/smartboard/>
- [http://teach.fcps.net/trt27/smart\\_board\\_lessons.htm](http://teach.fcps.net/trt27/smart_board_lessons.htm)
- <http://www.emints.org/ethemes/resources/S00001794.shtml>
- <http://technology.usd259.org/resources/whiteboards/smartlessons.htm>
- <http://www.ecarter.k12.mo.us/dept/elementary/fourthgrade/ccrites/etipslesson1.html>
- <http://www.kenton.k12.ky.us/SmartBoard/smartlarts.htm>
- <http://www.fldb.k12.fl.us/rmc/tutorials/whiteboards.html>
- <http://www.bristolvaschools.org/mwarren/SBActivities.htm>
- <http://www.my-ecoach.com/online/webresourcelist.php?rlid=6128>

### Interactive Sites:

- <http://www.shodor.org/interactivate/>
- <http://www.edheads.org/>
- US Map: [http://www.pibmug.com/files/map\\_test.swf](http://www.pibmug.com/files/map_test.swf)
- Math Site 4: [http://nlvm.usu.edu/en/nav/topic\\_t\\_5.html](http://nlvm.usu.edu/en/nav/topic_t_5.html)

### NOTE:

- There are MANY places to find SMART Board lessons, try googling: **+ "Smart Board" + your subject area + lesson**
- To find INTERACTIVE websites, try googling: **your topic + "interactive lesson" or + "interactive activity"**
- To find Notebook files, search for **+ your topic + filetype:xbk**. Open to see them or SAVE to change them.

NOTES about websites you found:

## IDEAL/Discovery Education Streaming



### Narrow My Results

#### By Media Type

- ▶ **Full Videos** (62)
- ▶ Video Segments (378)
- ▶ Images (124)
- ▶ Articles (358)
- ▶ Audio: Songs (4)
- ▶ Audio: Sound Effects (25)
- ▶ Speeches (0)
- ▶ Quizzes (2)
- ▶ Events (18)
- ▶ Lesson Plans (0)
- ▶ Clip Art (9)

#### By Subject

- ▶ Careers (16)
- ▶ Health (25)
- ▶ Language Arts (102)
- ▶ Mathematics (19)
- ▶ Research (8)
- ▶ Science (326)
- ▶ Social Studies (314)
- ▶ Visual and Performing Arts (17)
- ▶ World Languages (20)

#### By Grade

- ▶ K-2 (639)
- ▶ 3-5 (606)
- ▶ 6-8 (815)
- ▶ 9-12 (620)
- ▶ K-12 (980)

[www.ideal.azed.gov](http://www.ideal.azed.gov) → Discovery Education Streaming (where you can find movies, clip art, audio, lesson plans, etc.)

If you don't have an IDEAL account, you can acquire one by going to the site if you are a certified teacher.

1. Once logged into IDEAL, go to CURRICULUM RESOURCES.
2. Choose Discovery Education Streaming. (You may need to map your IDEAL account to your old Unitedstreaming account. Let me know if this is the case.)
3. Do a keyword search and click GO.
4. You should see a list of videos in the center portion, but if you look to the left, you'll see a list of resources that you can download – copyright free.
5. Click on the link to the type or resource you want. Look through the resources.
6. Click to make your selection. Whatever you choose, you should see a tabbed area that allows you to PLAY and DOWNLOAD, look at the citations, and find related materials.
7. Click download when you're sure you want the selection, choose SAVE, and browse to the location you want to store it.

Audio Citations Related Materials

**ANIMAL: DOG : DRINKING WATER FROM BOWL** (00:10)

▶ Play ▶ Download

© Sound Ideas

⊕ Add to My Content ADD



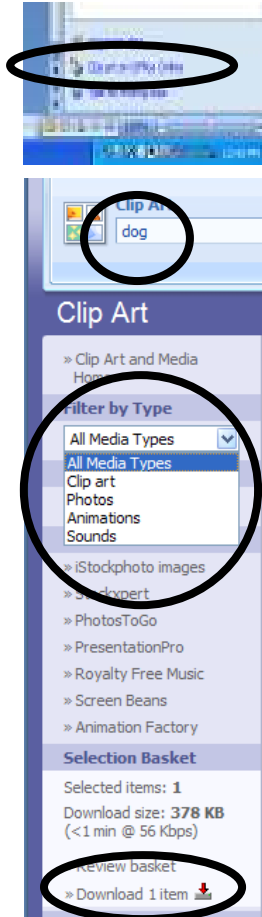
## Finding Audio, Video, and Images

### Audio Sites:

- Discovery Streaming
- MS Office Online (see next page under *Free Clipart and Photos*)
- [www.freeplaymusic.com](http://www.freeplaymusic.com) – for classroom use only
- [www.soundsnap.com](http://www.soundsnap.com) – appropriate for teachers only (not students)
- [www.podsafefaudio.com](http://www.podsafefaudio.com) – appropriate for teachers (unsure about students)
- Know the law. If using copyright protected audio or video – use no more than 30 seconds!
- Always site your sources on your resources slide or someone on each individual slide

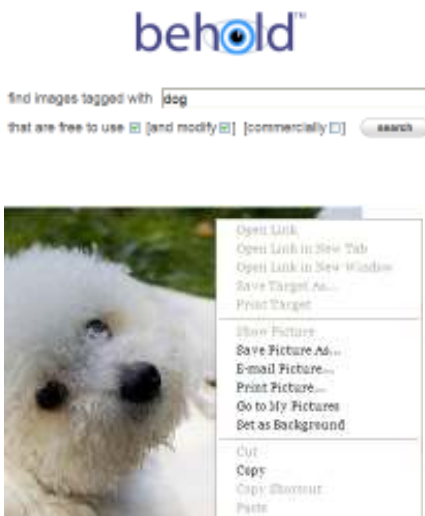
## Clipart and Photos:

### MS Office Online



1. Open Word.
2. Go to Insert>Clipart. A sidebar will appear. At the bottom, there's a link to "Clip art on Office Online". Click it. This will take you to the Internet. You may have to accept some terms or ActiveX.
3. Do a keyword search. Narrow your search by choosing "Filter by type" and choosing photos or clipart or animations or sounds.
4. Make your selections by checking the box under item you want.
5. On the left side, you will see the "selection basket". Click download items when you're finished making your selections. Then click "Download Now". You may need to accept terms or tell it to continue. Choose OPEN.
6. You should see your Microsoft Clip Organizer opened to the place your item is stored. You can copy it from the organizer and paste it into your Notebook slide.
7. Always make a note on your resources slide indicating where you found your images. Be SAFE, not sorry!

### Flickr



Flickr is a website to which people can upload their photos. Each user can choose to make their images private or public and can grant CREATIVE COMMONS usage of the images.

[www.behold.cc](http://www.behold.cc) is a website that allows you to search Flickr for "free to use" and "free to modify" images.

1. Enter your keyword for the search, check the box for "free to use" and/or "free to modify", and click search. You should see 0 to hundreds of thumbnails.
2. Make your choice. Click on it.
3. This will take you into flickr where you can download the image by right clicking and choosing copy.
4. Go to your Notebook file and choose paste.
5. Always give credit to the photographer on your resources slide. You'll find their username to the right of the image. It'll say Photo uploaded on \_\_\_\_ by \_\_\_\_.

## Search Engines:

Web [Images](#) [Maps](#) [News](#) [Sho](#)



I use Google Images search, but it may be blocked at your district. There are other search engines to use or you can find your images at home and put them into your Notebook Document or save them and email to yourself or burn to disk or save to jumpdrive or even a floppy.

1. Do a keyword search. Click on the link for IMAGES. You should see a LOT of pictures.
2. Find the one you want. Click on it.
3. A thumbnail will appear at the top of the screen. Choose "See full-size image".
4. You can now right-click on the image and copy or save it.

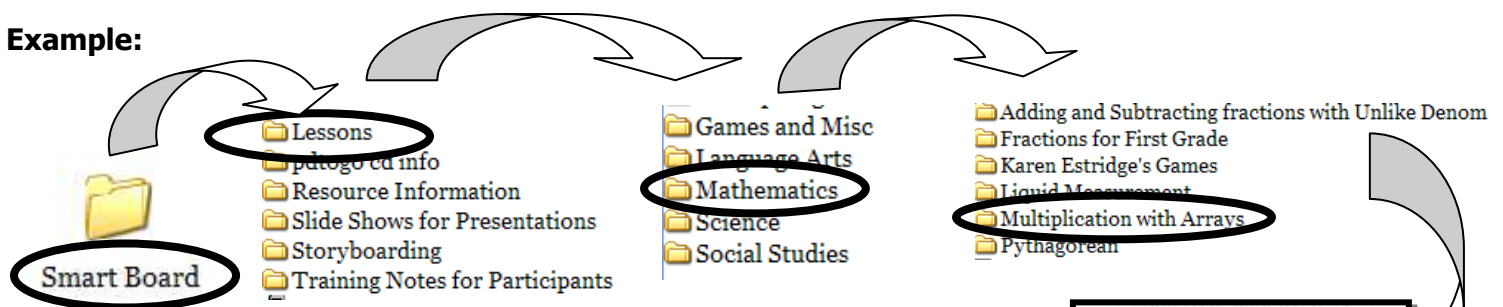
\*You are in danger of breaking copyright laws doing this. As long as you are only using it for teaching and you DO NOT publish your lesson, you should be within the limits of "fair use".

\*Always credit the website on your resources slide.

## Organizing Your Files

Creating lessons with many resources means you'll need to be organized. This is extremely important, so you can easily link to your resources within your Notebook lesson (you'll learn this in Session 2).

### Example:




- A. I have a folder called *SMART Board*.
- B. In that folder I have 6 folders. One called *Lessons*.
- C. In the *Lessons* folder I have 5 folders with names describing the types of lessons I have collected.
- D. In the *Mathematics* folder, I have 6 folders.
- E. In the *Multiplication with Arrays* folder, I have stored all of the files associated with that lesson – the movie, my handout (Word and pdf), the Notebook lesson, and a shorter version that I entered in a contest.

### How will YOU organize your files?

**Please write any questions or concerns on a sticky note and put in on the "Parking Lot"**

## **Homework** – Before the next class complete the following:

1. Download SMART Notebook onto your classroom computer *and* your home computer. You will need the following serial number: \_\_\_\_\_ and an email address you can access from that computer.
  - Note: You will be downloading version 10 which looks different than what you used tonight – it works basically the same and has some new features. Those of you who have already downloaded it will need to update. Go to the Gallery tab and find the wrench (see below). Click on it, "Check for updates" is the last choice. Follow the instructions. Always choose "run" or "install" or "I Agree". Get the Activity toolkit while you're at it. 
2. Decide on your lesson topic. What is it? \_\_\_\_\_
3. How did you teach this topic BSB (Before SMART Board)? Jot down your answers.
4. Gather teacher materials you already have – picture books, text books, manipulatives, etc. Bring them to the next class.
5. Use the Online Resources links and searching tools to find resources you could use in your SMART Board lesson. Organize any resources you find.
6. Jot down any questions you develop between now and then on a sticky, so you'll remember to ask.
7. Go to <http://pdtogo.com/smart/> and listen to at least ONE SMART Board Lesson Podcast (you can listen right from your computer and download lessons they discuss). Write down the episode # and a brief description of the episode.